

ASSOCIATE BUDGET ANALYST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: March 25-26, 2002

Collective Bargaining Identification: U01

Job Analysis Conducted By: Fred Freeman, SSA, Job Analysis Unit
Susan Trevino, APA, Personnel Examining Section

Number of Incumbents: There are 25 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated February 28, 2002.

Names of the Subject Matter Expert(s) and their background:

NANCY A. BANH, ASSOCIATE BUDGET ANALYST, OFFICE OF BUDGET MANAGEMENT

Nancy currently works as an Associate Budget Analyst with the Office of Budget Management for the California Department of Corrections (CDC). She has been with CDC for a total of five years.

BRIAN COATES, STAFF SERVICES MANAGER I, OFFICE OF BUDGET MANAGEMENT

Brian currently works as a Staff Services Manager I with the Office of Budget Management for CDC. He has worked as an Associate Budget Analyst for CDC and for the Water Resources Control Board. Brian has been with CDC for a total of six years and nine months.

KRISTIANA BULTER, STAFF SERVICES MANAGER II, OFFICE OF BUDGET MANAGEMENT

Kristiana currently works as a Staff Services Manager II with the Office of Budget Management for CDC. She worked as an Associate Budget Analyst and as a Staff Services Manager I, where she supervised ABA with the California Conservation Corps. Kristiana has been with CDC for a total of six months.

DARLENE MASTON, ASSOCIATE BUDGET ANALYST, FACILITY MANAGEMENT DIVISION

For 12 years, Darlene has worked as an Associate Budget Analyst for the Facility Management Division. She has been with CDC for a total of 18 years.

ASSOCIATE BUDGET ANALYST INFORMATION GATHERING

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Associate Budget Analyst
- State of New Jersey Department of Personnel Job Specification 50093—Budget Analyst
- State of Nebraska Class Specification—Budget Management Analyst II
- State of Mississippi Class Specification—DFA Budget Analyst III
- State of Alaska Class Specification—Program Budget Analyst I/II/III